

**CITY OF AFTON
DESIGN REVIEW APPLICATION**

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|-------|---------|------|-------|-----|-------|
| Owner | Address | City | State | Zip | Phone |
|-------|---------|------|-------|-----|-------|

| | | | | | |
|--|---------|------|-------|-----|-------|
| Applicant (if different than owner) | Address | City | State | Zip | Phone |
|--|---------|------|-------|-----|-------|

Project Address _____, **AFTON MN 55001**

| | | |
|-----------------------|--------------------------|---------------------------|
| Zoning Classification | Existing Use of Property | PID# or Legal Description |
|-----------------------|--------------------------|---------------------------|

Description of Request:

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

| | |
|------------------------------|------|
| Signature of Owner/Applicant | Date |
|------------------------------|------|

DATE RECEIVED: _____

RECEIVED BY: _____

ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION

**CITY OF AFTON
DESIGN REVIEW/HISTORIC PRESERVATION COMMISSION
(DR/HPC)**

What is the Commission?

The DR/HPC is an official commission of the City of Afton whose job is to preserve the historic 1850-1920 character of Afton. Within the historic district of Afton, building permits can only be issued with the approval of the DR/HPC and the building official.

Initial Concept Review

An informal, optional, concept review is desirable, but not required. The purpose of the initial concept review is to provide feedback and advice to a potential applicant regarding important issues prior to a formal design review. To do this, notify the City Administrator 10 days in advance of the regular meeting of the DR/HPC which takes place on the first Thursday of each month. If less than 10 days notice, the potential applicant may still request a concept review, on a walk-in basis, by attending a DR/HPC Meeting. Walk-in requests are subject to the discretion of the Commission. Potential applicants will be asked to provide their name, location of project, preliminary sketches and any apparently important background information.

Formal Design Review

A formal design review takes place upon receipt of application and the following materials. These submissions must reach the City Administrator 15 days prior to the regularly scheduled DR/HPC meeting.

- An articulated idea/sketch or concept
- Photos and historic information
- Historic Compliance Statement
- Description or samples of materials and colors
- Plans and elevations to scale
- Site plan
- A preliminary timeline for the project

For a building permit to be issued, submit 6 sets of the site plan and exterior elevation of the proposed structure(s) to the DR/HPC. If significant changes to a site, additional drawings depicting the relationship of new structure(s) to its (their) surroundings or grading and landscaping plans may also be required.

We encourage all applicants for building permits to contact the committee at an early stage for a concept review of the initial plans. In discussion with the commission, plans are often altered to establish period correct designs. Therefore, for the initial concept review, present only an idea/sketch and supporting information before drawing up the final plans.

Helpful Notes:

- 1) Put yourself back in time to when the building was built or how a building would have looked in the period of 1850-1920, how it would have been constructed and with what materials.
- 2) In an Historic Compliance Statement the owner or architect of the building explains briefly why the proposed building or changes to the building are appropriate in the context of historic Afton.
- 3) For guidance the applicant can review the city ordinances 12-142 and the Design Review Guidelines book of design at city hall. The Afton Historical Museum (651-436-3500) also has an interesting collection of photos to form ideas for new construction and to find old pictures of existing homes.

Need more information?

Please call **651-436-5090** for information; to schedule informal DR/HPC review and to discuss your plans.

CITY OF AFTON
HERITAGE PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

| | | | | |
|--|--------------|--------------|--------------|---------------|
| PROPERTY ADDRESS: | | | | |
| APPLICANT'S NAME: | | | | |
| APPLICANT'S MAILING ADDRESS: | | | | |
| CONTACT NUMBERS: | Home: | Work: | Cell: | Email: |
| PROPERTY OWNER'S NAME: | | | | |
| PROPERTY OWNER'S MAILING ADDRESS: | | | | |

1. Describe in detail each proposed exterior alteration, improvement or repair (use additional paper if needed).

2. Will the repair or alteration match existing or original materials and design? YES _____ No _____ If No, explain:

3. If work proposed involves repointing or tuck-pointing, will the new mortar match the original mortar in color, joint profile, and composition? YES _____ NO _____
 Note: Obtain and refer to preservation brief #2 when masonry alterations are proposed.
4. Is there any pending action by another City Department or Regulatory Agency? (Housing, Inspection, Zoning, etc.)
 YES _____ NO _____ If Yes, please specify: _____

5. Is this request the result of a disability: YES _____ NO _____
 If yes, please explain: _____
6. What are the approximate start and finish dates of the proposed work?
 Start Date: _____ Completion Date: _____

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: _____

NOTE: If proposed work involves repairs to or replacement of exterior components matching the existing (or original) materials and design, Application MAY be approved by staff. All work must be completed with GOOD WORKMANSHIP and meeting construction industry standards. If any changes are proposed for an exterior design feature, the historic preservation commission must review the application.

Attendance at the commission meeting is strongly recommended. See attached instructions.
 The commission meets the third Wednesday of each month at the City Hall, 3033 St. Croix Trail South, Afton, MN @ 5:00pm. The Applicant may call (651) 436-5090 for assistance in completing this application.

| | | | |
|-----------------------------|-------|-----------------|--------------|
| FOR OFFICE USE ONLY: | | | |
| Received by: | /HPC: | Date: | Reference #: |
| Comments: | | Bldg. Permit #: | |
| | | | |

CITY OF AFTON
HERITAGE PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

IMPORTANT

The following information will help the Commission understand the work you propose to do. Please include any other information that you feel will assist the approval of your application.

MATERIALS TO BE SUBMITTED BY APPLICANT

_____ **Photograph** of the entire structure in its present condition as seen from the street. The photograph should be labeled with the address and date the photo was taken.

_____ **Current close-up photographs** of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

_____ **Elevation drawings** (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.

_____ **Sketch** identify all existing and proposed materials and finishes.

_____ **Material list**, including size and type of material.

_____ **Physical samples** of materials, items or devices to be installed, or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

NOTE: All photos, drawings and physical samples, etc., become the property of the HPC/City of Afton. These may be returned to the applicant upon request after no longer needed by the Commission/City.

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:
CITY OF AFTON/HERITAGE PRESERVATION COMMISSION
3033 ST. CROIX TRAIL S.
PO BOX 219
AFTON, MN 55001
PHONE: 651-436-5090
FAX: 651-436-1453**

CITY OF AFTON
HERITAGE PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS TO APPLICANTS

1. An application must be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. This includes, but is not limited to: houses, garages, carriage houses, fences, walls, sites, objects, commercial and industrial structures, sheds, land contours, pavings, signs and awnings. **The Heritage Preservation Department, 3033 St. Croix Trail South, must receive applications on or before the listed filing date to ensure review at the next scheduled meeting (third Wednesday of every month).**
2. Painting: The proposed painting of masonry stone, brick, foundations, metal or other surfaces that have never been painted before must have approval from the Commission before proceeding. **The painting of wood siding, trim and other previously painted elements do not need approval.**
3. All approved work must be completed with **good workmanship**. Some work may require a separate Building Permit.
4. The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
5. The Commission will review any and all of the proposed for alteration, removal or replacement or improvement to the following:
 - Porches
 - Paving, retaining walls, garden structures and landscaping
 - Fences
 - Exterior masonry cleaning
 - Windows and doors
 - Business signs
 - Garage and carriage house doors
 - Artificial siding and trim
 - Skylights and solar systems
 - Infill development (new construction)
 - Gutters and downspouts
 - Placement of satellite dishes
6. Applicants should follow the above standards and guidelines when applicable. Copies are available from the Heritage Preservation Department at 3033 St. Croix Trail South.
7. Historic photographs of properties may be available from: Afton Historical Museum 651-436-3500